

Vendor Forum Frequently Asked Questions

- ? **Am I allowed set up a booth?**
 - Only Fairfax County agency representatives, vendors on contract with Fairfax County, Fairfax County Chambers of Commerce, and local jurisdictions of the Commonwealth of Virginia or Business Development agencies may operate booths at the Vendor Forum.
- ? **Is registration required to attend the Vendor Forum?**
 - To ensure you have a seat in the room registration is strongly recommended. Walk in registration will be available on a limited basis.
- ? **How do I register for the Vendor Forum?**
 - Visit www.fairfaxcounty.gov/dpsm/vendorforum for registration and event details.
- ? **Do I have to be a county resident to attend?**
 - No, there are no restrictions on who can attend the event.
- ? **Is there a fee to attend the Vendor Forum?**
 - No, this event is totally free!
- ? **I plan to attend the Vendor Forum what should I bring?**
 - Elevator speech
 - Suggested marketing materials:
 - Business Cards
 - Capability statements/line cards
 - Product samples that can be handed out
- ? **Can I attend just the tradeshow or do I have to attend everything?**
 - You may register for each offering individually.
- ? **How many vendors and County Agencies will be at the Vendor Forum?**
 - The forum has an average attendance of 200 vendors and 17 county agencies. We will try to update the list of committed agencies weekly. If there is a particular agency you would like to see represented send us an [email](#) from the registration page.
- ? **What can I expect to get out of attending the Vendor Forum?**
 - Past attendees have received awards as a result of attending the Vendor Forum.
 - Knowledge of how to do business with Fairfax County Government.
 - Dialog about small business concerns the new Affordable Care Act with knowledgeable professionals.
 - Discover alternative sources as well as how to qualify for traditional financing for your small business.
 - Network with 200 suppliers and twenty agencies.
- ? **What about food at the Vendor Forum?**
 - Light breakfast fare will be provided in the morning.
 - You may bring lunch as bag lunches are permitted in the building in most areas.
 - Hot lunch may be obtained from the [cafeteria](#) in the building or from [restaurants](#) across the street.
- ? **Can I advertise my company's products and services at the Vendor Forum?**
 - You may hand out promotional items to participants and representatives as you network throughout the event. There are no other opportunities for promoting your company.